



**By Design Consulting, LLC**  
MarieLindenmeyer.com

Are you considering hiring a designer for your upcoming project? If so, what level of assistance you are looking for? The short questionnaire below can help you determine which level is right for you!

**CONTACT INFORMATION**

Name \_\_\_\_\_

Project Location \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**FIND YOUR DESIGN LEVEL**

1. At what level do you want to be involved in your project? 1-being the least involved to 5-being the most involved:

1      2      3      4      5

2. How much time do you feel like you can dedicate to your project? 1-being low amount of time to dedicate to 5-being high amount of time to dedicate:

1      2      3      4      5

3. How confident do you feel in making design decisions for your home? 1-being low confidence in making design decisions and 5-being high confidence in making design decisions:

1      2      3      4      5

4. What has driven your selections and purchases in the past? 1-being quality of products to 5-being cost of products:

1      2      3      4      5

**LEVEL 1 - AFFIRMATION**

If you answered mostly 5's, the AFFIRMATION level might be best for you. After an Initial Consultation, you may find that you are able to complete your project goals mostly on your own with some professional affirmation and guidance along the way.

By Design Consulting (BDC) provides clients with professional affirmation with their selections, purchases and design plans. BDC will help clients stay on track with their overall design goals. Throughout this level of service, the client will send the options they are considering. BDC will review the information and provide professional feedback based on the established design goals. Site meetings, room planning and other various services can also be helpful in achieving the overall project goals. This level of service is billed at the hourly rate set forth in the contract.

**BDC's Guidelines:**

- All correspondences must be sent by EMAIL, not by phone text, to provide documentation and cohesive planning for both the client and the designer.
- All information regarding the item(s) must be included with the pictures or links (please no screen shots) and must be sent in bulk so that the designer can schedule a block of time to review and respond to the client.

## **LEVEL 2 – COLLABORATION**

If you answered mostly 2's, 3's and 4's, the COLLABORATION level might be a good fit for you. After the Initial Consultation, you and your designer will work together to establish a clear plan moving forward.

By Design Consulting (BDC) offers clients a full range of services, including, but not limited to: Sourcing products and furnishings needed for your project, meeting with your contractors and installers on site, scheduling appointments with local vendors, and drawing design plans and floor plans to help you visualize the desired outcome. Time spent sourcing products and furnishings, placing orders, meeting with contractors and vendors, etc. is billed at the hourly rate set forth in the contract. Procurement fees are added to purchases made on behalf of the client.

### **BDC's Guidelines:**

- All correspondences must be sent by EMAIL, not by phone text, to provide documentation and cohesive planning for both the client and the designer.
- A detailed design plan, including the client's style preferences and budget guidelines, must be confirmed in writing by the client before the designer can begin sourcing for items.

## **LEVEL 3 – TURN-KEY**

If you answered mostly 1's, the **TURN-KEY** level might work well for you. After an Initial Consultation, your designer will create and execute a personalized design plan based on your style preferences and established budget.

By Design Consulting (BDC) offers this level of service for those who do not wish to be heavily involved with the details of the project or who do not have the time to dedicate to a collaborative effort. The time spent sourcing for products and furnishings, placing orders and meeting with vendors, contractors and installers is billed at the hourly rate set forth in the contract. Procurement fees and all other fees relating to storage or shipping is discussed and agreed upon at the time of signing a contract with By Design Consulting.

### **BDC's Guidelines:**

- All correspondences must be sent by EMAIL, not by phone text, to provide documentation and cohesive planning for both the client and the designer.
- A detailed design plan and budget guidelines must be established and confirmed in writing by both the client and the designer at the beginning of the project.
- The client will be asked to provide a percentage of the budget up front so that orders can be easily placed.

If you are still unsure which level of service is best for you, please contact me. I'll be happy to discuss possible options and various services that might be a better fit for you and your project!

You may scan and email this form to: [ByDesign.Marie@gmail.com](mailto:ByDesign.Marie@gmail.com). Please allow up to 5 business days for a reply.

Thank you,

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